

## Emergency Permit Checklist

- **Emergency Permit Application**, Form 46698 – This form must be obtained from the school corporation where you are employed.
- **Application Fee.** Attach a \$35.00 cashier's check or money order, made payable to the State of Indiana, to the application. **Applications with cash or personal checks will be returned. ALL FEES ARE NON-REFUNDABLE.**
- **Check Section A for completeness and Superintendent's Signiture** – Section A must be completely filled out, especially the Content Area and School Setting information. The Superintendent must sign and provide a contact e-mail address.
- **Complete Application** – Fill out Section B and answer Section C questions 1-3. Sign verifying the information on the application is accurate.
- **Official Transcripts** – Attach Official Transcripts that show the degree earned.

### For Original Emergency Permit:

- [Approved Program confirmation form](#)
- If permit is for a school administrator, submit a letter of verification of two years teaching experience under a valid Indiana teaching license. Emergency Permits for Principals must show that 12 credit hours have been completed in an Administrative program.

### For Renewal:

- Section D of Emergency Permit application has been completed by licensing advisor.
- Copy, front and back, of Original Emergency Permit

### For Praxis II Emergency Permits (one year **NON RENEWABLE**):

- Documentation of passing scores on all required Praxis I exams. **Individuals that have not passed all Praxis I exams you are not eligible for an Emergency Permit.**
- Verification that the applicant has taken, but not passed, the appropriate Praxis II exam.

### For Continuing Education Emergency Permits (one year **NON RENEWABLE**):

- Superintendent or designee verification of applicant unemployment or non-instructional employment for the last three (3) years.

Mail application and materials to:

Office of Educator Licensing and Development  
151 W. Ohio Street  
Indianapolis, IN 46204-2798